



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 78-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE

Application Date

February 2, 1977

Application Number

1. Agency Address

Department of Education
Alto Evaluation and Education Center
Alto, Georgia

FOR RECORDS MANAGEMENT USE

Application Number

77-66

Date Received

FEB 14 1977

Date Completed

MAR - 4 1977

2. Person to Contact

Mr. Otis Victrum

Working Title

Director

Telephone Number

778-6623

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest

1963

Latest

to date

5. Records Series Title (followed by title used in office; if different)

Student Folder Files

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

Alto Education and Evaluation Center provides academic and vocational programs designed to equip youthful public offenders with marketable skills.

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to:

Supporting documents on individual students at Alto Education and Evaluation Center.

Included are:

Progress Reports, Achievement Tests, Transcript Information, Evaluation Data, Permission Sheet for Obtaining Transcripts from Previous Schools, Student Withdrawal Request, and related correspondence.

File is arranged:

Alphabetically by student's name.

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 400; Seven to twelve months old 400; Thirteen to twenty-four months old 30; twenty-five months and older 15?

9. Annual Rate of Accumulation of Records

Letter-size drawers 5; Legal-size drawers _____; Shelves _____; Other (specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Family Privacy Act of 1975
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Grade Information and certain other data placed on Academic record.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	— -0—	years.	d. Audit period	— -0—	years.
b. Statute of limitation	— -0—	years.	e. Administrative need	— -5—	years.
c. Federal law	— -0—	years.	f. Federal retention instructions	— -0—	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

e. Because of a possibility of readmission to the school, the records need to be kept for five years.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See below then,

- ☐ Hold in the current files area month(s) year(s); then
- ☐ Transfer to local holding area; hold year(s); then
- ☐ Transfer to State Records Center; hold year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Upon the student leaving school, by graduation, parole, release, withdrawal, transfer, death or any other way, remove file from active files, place in the inactive files, cut off the inactive file at the end of the school year, hold in the Current Files Area for five years, then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature) <u>[Signature]</u>	Date <u>2/10/77</u>	Records Management Officer (Signature) <u>[Signature]</u>	Date <u>2/2/77</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature) <u>[Signature]</u>	Date <u>3-3-77</u>
State Auditor/Designee <u>[Signature]</u>		Date <u>2-28-77</u>	
Secretary of State/Designee <u>[Signature]</u>		Date <u>3-3-77</u>	
Attorney General/Designee <u>[Signature]</u>			